

I. "Shopping" for promotional items

1. Access the DDR online catalog (<http://www.e-companyonline.com/Welcome.asp?GID=26>).
2. Click on the link "You can begin browsing the CAP-DDR catalog by clicking here"
3. Decide which item(s) you'd like. Lynn Stuart (DDR-NHQ) said that for an airshow, you might want to consider the balsa planes and the light whistles. The shipping costs should be lower since they're light-weight items.
4. At the bottom of the item page, enter the quantity* you need and click the shopping cart icon or the "Add Items to Shopping Cart" link. The shopping cart page will be displayed where you can perform the typical ecommerce shopping cart functions -- change the quantity of what you added to the cart, delete the item, continue shopping, continue to checkout, etc.
5. When you added all the items to your shopping cart and confirmed the quantities, click on the **Checkout Now** button and the Shipping page will be displayed.
6. Enter the shipping information and indicate whether the shipping address is commercial or residential. Don't complete the Tax info or the Gift sections. Skip down to the Contact section and enter an email address and phone number in case there are problems with your order.
7. Click on the **Continue** button and the Order Approval screen will be displayed.
8. Place your mouse pointer to the left of the "P" in the Product Details section and while holding the left mouse button, highlight all the information in this section and in the Total Costs & Charges section. Click on the right mouse button and select Copy from the menu. Open a new Word document or Notepad and paste this info to use later. What you copied and pasted should look similar to this:

Product Details

Description	Prod ID	Color	Qty	Price	Total
Balsa Airplane	CapAirp		500	\$0.00	\$0.00
Carabiner	CapCarabiner		1123	\$0.00	\$0.00
Key Ring	CapKeyRing		100	\$0.00	\$0.00

Total Costs and Charges

Cart Totals	
Total Purchases	\$ 0.00
Shipping & Handling	\$ 127.24
TOTAL	\$ 127.24

9. You can exit out of the catalog now. You will return once the forms that you're going to complete next have been approved by NHQ and follow the steps in Section Ia below.

* I'm told that orders will only be shipped when full so if you order 500 planes and the only have 475 in stock, the order is held until additional inventory arrives.

1a. Returning to the catalog to complete the order once has been approved by NHQ

1. Repeat Steps 1-7 in the “Shopping’ for Promotional items” section above.
2. Verify that the information displayed is correct.
3. In the *PLEASE ENTER APPROVED ORDER NUMBER FROM CAP-DDR-NHQ* field at the top of the screen, enter the 4-digit approval number NHQ (or I) will send you once forms 1A and 1C have been received/approved.
4. Click on the **Secure Checkout** button. The payment page will be displayed where you will enter credit card information to pay for the Shipping & Handling costs (only).
5. Enter your card number, card type and card expiration date.
6. Click the **Continue** button and the order info screen will be displayed.
7. Verify that the information displayed is correct and then click the **I Authorize this transaction** button.

II. Completing Form 1A

1. Open Form 1A.
2. In the *Unit Name* field, enter the squadron name (ex. Leesburg Composite Squadron).
3. In the *Unit Charter Number* field, enter the squadron's charter number (ex., 087).
4. In the *Region* field, enter **MER**.
5. In the *Activity* field, enter a brief description of the activity you're participating in that involves the DDR promotional items (ex., CAP exhibit at Joint Services Open House Airshow).
6. Click on the box to place an "X" in the *Community Outreach* field.
7. In the *Other Personnel* field, since this is an open house, enter your best guess-timate as to the total number of people you expect might visit your exhibit.

Note: Keep in mind that ordering 1000 planes and 500 key chains and then indicating you only expect 150 people to visit your exhibit might set off 'red flags'!)

8. Enter the *Start Date* (ex., 09/22/2008) and *End Date* (ex., 09/24/2008) of your event.
9. In the *Item Name* field, enter the name of the item exactly as it appears in the Product Details section that you copied and pasted (ex., 'Balsa Airplane').
10. In the *Qty* field, enter the quantity of the items exactly as it appears in the Product Details section that you copied and pasted (ex., 500).

Note: Changing quantities at this time will, more likely than not, affect the Shipping & Handling charges and Form 1C (where you're going to be entering the S&H charges) and the online order will be out of sync. If you need to change quantities, revisit the online catalog, entering the entire order again but specifying the corrected quantities.

11. In the *Item #* field, enter the Prod ID of the item exactly as it appears in the Product Details section that you copied and pasted (ex., CapAirp).
12. Repeat Steps 9-11 for each item being ordered.
13. In the *DDR Connection* field, enter a text description of how these promotional items will be used to promote CAP, specifically the DDR program. (ex. "Visitors to the exhibit will learn about the CAP DDR program...")
14. The *Goal(s) Supported* field refers to the National Headquarters goals and objectives for DDR from Section II of CAPR 51-1. Enter **Goals 1 & 3** in this field on this and every future 1A form you submit and you can't go wrong.
15. In the *Ship To* field at the bottom of the form, enter the shipping information.

Ex. John Doe
 1234 Cary St.
 Richmond, VA 22222

Note: Since you haven't completed the online order yet, you can change the shipping information at this point. Just remember to use the same information in the online order when you complete it.

16. In the *POC for Request* field, enter a name who can be contacted in case there are problems with your order/form.
17. In the *Daytime Phone:* field, enter the phone number of the POC entered in step 16.
18. In the *Daytime Email:* field, enter the email id of the POC entered in step 16.
19. You're done with Form 1A – save the form.

III. Completing Form 1C

1. Open Form 1C.
2. In line #1 *Activity* field, enter a brief description of the activity you're participating in (use the same text entered in the *Activity* field from Form 1A)
3. In the *Total Cost* field, enter 0.
4. In the *Wing Funding* field, enter the Shipping & Handling charges exactly as they appear in the Total Costs and Charges section that you copied and pasted (ex. 127.24).
5. In the *DDR Request* field, enter 0.
6. Read the Certification statement.
7. In the *Unit Charter #* field, enter your squadron number (ex 095).
8. In the *Signature of Requestor* field, electronically "sign" the name of the person requesting the items by typing the s-signature (ex. /s/ John Doe).
9. In the *Typed Name and Grade of Requestor* field, enter the name and grade of the person requesting the items (ex. Lt. Col John Doe)
10. Save and send the 1C Form to the squadron commander for signature with the following instructions:
 - a. In the *Approved* field, the squadron commander will indicate his/her approval by entering "APPROVED".
 - b. In the *Signature of Flight/Squadron Commander* field, the squadron commander approving the 1C will electronically "sign" the form by typing his/her s-signature (ex. /s/ John Doe).
 - c. In the *Wing* field, the squadron commander approving the 1C will enter the name of the squadron (ex. Leesburg Composite Squadron).
 - d. In the *Date* field, the squadron commander approving the 1C will enter the date he/she electronically "signed" the Form 1C (ex. 10Aug08).
11. You're done with Form 1C.